

OFFICE OF PUBLIC CARRIER

Delaware Transit Corporation
119 Lower Beech Street
Wilmington DE 19805-4440
(800) 652-3278 Prompt 7 or (302) 577-3278
M-F 8:30 AM to 4:00 PM

Instructions for the Completion of the Application for Transportation Network Company Permit of Operations

Please follow these instructions to complete an Application for a Transportation Network Company (“TNC”) Permit of Operations pursuant to Chapter 19 of Title 2 of the Delaware Code and all rules and regulations promulgated thereunder (“Transportation Networks Law”). “Applicant(s)” as used in these instructions and the Application process for a Transportation Network Company Permit of Operations (“Application”) means the Transportation Network Company. All capitalized terms not defined herein shall have the meaning ascribed to them in the Transportation Networks Law.

The operation of a TNC in the State of Delaware requires an Applicant to submit a completed Application to the Delaware Transit Corporation (“DTC” or “Division”) Office of Public Carrier Regulation (“OPC”) along with all required documentation prior to beginning service as a Transportation Network Company; pay the \$5,000 applicable fee; and receive a Permit of Operations from the OPC. Any company that is determined to be operating as a TNC prior to approval by the OPC may be subject to fines, penalties and/or a denial of their Application.

The Application must completely filled out via computer, typewriter, or neatly printed using black or blue ink. All portions of the Application must be completed in their entirety.

If you are required to include documentation and/or the space provided in the application is insufficient, use 8 1/2 X 11 inch plain paper. For attachments, please label them as requested in the Application.

An Application may be mailed or hand-delivered to:

Office of Public Carrier
Delaware Transit Corporation
119 Lower Beech Street
Wilmington DE 19805-4440
M-F 8:30 AM to 4:00 PM

If the Application is not complete, it will not be accepted by the OPC. The Application will be returned, which may delay the process for review of the Application.

There is no filing fee to apply for a Permit of Operations however a yearly permit fee of \$5,000 must be paid. A Permit of Operations will not be issued until a completed application is approved and the yearly permit fee is received by the OPC. Checks must be made payable to:

Delaware Transit Corporation

Costs associated with any returned payment to DTC, due to insufficient funds or other reasons, shall be borne by the Applicant.

Section 1: Applicant Information:

Complete all information requested in this section as applicable. The legal name and address of the company must match all other records submitted by the Applicant such as incorporation papers, business license, etc. Any “Trading As (TA)” names need to be identified on the Application. The name of the Applicant used to conduct business with the public may in no way state or imply services that are not authorized to be provided by the Applicant.

Include the contact information to be used by the Applicant. The OPC will rely on this information when communicating with the Applicant during the processing of this Application and subsequent to the issuance of a Permit of Operations. The Applicant will provide written notice of any changes to its contact information to the OPC as needed and in a timely manner.

Section 2: Applicant Business Information:

Please identify Applicant’s company incorporation status. Provide the identity of all directors and officers.

Provide requested incorporation, business license and tax information. Include copies of Applicant’s articles of incorporation. Provide copy of Applicant’s Delaware business license(s). Registration with the Delaware Secretary of State may be required for both domestic and foreign companies. Attach a copy of registration with the Delaware Secretary of State or include a statement as to the reason why the Applicant is not required to be registered. Attach and label all copies as requested.

Include the Federal Employer Identification Number (FEIN) issued by the Internal Revenue Service for the corporation applying for the Application. A FEIN can be applied for online at the www.irs.gov.

Section 3: Applicant Delaware Service Agent Information

Applicant is responsible for maintaining a current and valid Delaware Service Agent with the OPC to facilitate service of process mailings, notices and such other information that may be sent to the Applicant. The OPC will not be responsible for verifying or updating Delaware Service Agent information. The Applicant is responsible for keeping all contact information up-to-date. The Applicant will provide written notice of any changes to its contact information to the OPC as needed and in a timely manner. The OPC will not be responsible for a failure of service or inability of the Applicant to receive notices, mailings or other communications sent to Applicant’s provided Delaware Service Agent. A street address must be provided for Applicant’s Delaware Service Agent even if a Post Office Box is provided.

Section 4: Applicant Insurance Information:

Applicant must provide information regarding automobile liability insurance coverage pursuant to 2 *Del C.* §1908.

The Applicant is responsible for keeping all insurance policies up-to-date and for timely informing the OPC in writing of any insurance information changes.

Section 5: Customer Support Information:

Applicant must maintain a Customer Support Section on its Website which includes but may not be limited to a customer support telephone number, email address, or hyper link. Please provide

the information requested by the Application and proof of Applicant's compliance with Customer Support Website Requirements. The Applicant is responsible for timely informing the OPC in writing of any changes to its Customer Support Information.

Section 6: Applicant's TNC Driver Operation Policies

Applicant is to display to all customers a picture of the TNC driver and the license plate number of the Personal vehicle that is to be utilized to provide the Pre-arranged ride. This information is to be provided on Applicant's technology based online system. Please provide the information requested by this Application.

Applicant must also disclose certain information to Applicant's TNC drivers, in writing, prior to Applicant's TNC drivers' acceptance of Prearranged rides. Please provide the information requested by this Application.

Section 7: Certification:

The individual signing this Application is certifying that they are duly authorized to bind the Applicant to the requirements of the Transportation Networks Law and the information and Attachments to the Application are true and accurate to the best of their knowledge. Any false or inaccurate statements may result in the rejection of the Application or revocation of the Permit of Operations if the false or inaccurate statements are discovered after the approval of the Application.